

Circular Letter No. 436.

May 21, 1907.

To Superintendents and Examiners:

In connection with the English examination to be held June 1, 1907, you are requested to observe carefully the following instructions.

1. The questions for the examination will be sent in sealed envelopes by registered mail addressed to the teachers who are to conduct the examinations. They will be mailed Monday, May 27, but **they** must not be removed from the post office until the morning of June 1 shortly before the time fixed for the examination.
2. The envelopes containing the questions must not be opened until the teachers are seated and ready to begin work, and then must be opened in their presence.
3. Begin the examination promptly at ten o'clock, allowing two and one half hours, if necessary, for its completion. At the end of that time all papers must be handed in. No paper is to be returned to a candidate nor shown to any other person after it has been given to the examiner.
4. Before distributing the questions, call the attention of the teachers to the rules printed on the blanks and ask them to follow these rules exactly.
5. Call attention to the special rule which prohibits teachers from asking any question in regard to the examination and prohibits examiners from answering any questions or making any comments on the examination until all the papers have been handed in.
6. Call special attention to the fact that no papes are to be written on examination papers. Each question paper is numbered. Have each candidate write on his paper the same numbered that appears on the question sheet given him. Should a question paper be received without a number it may be discarded, or if necessary to use it, the examiner may put upon it the same number which appears on one of the other papers of the same course followed by the letter "A".

7. All answers and explanations appearing on the papers should be in English.

8. Examiners are to make out lists of candidates, giving the name and the examination number (the number which appears on the question paper) of each one on the accompanying report sheet, which, together with the examination papers, must be mailed in a sealed package to the Commissioner of Education, San Juan, immediately after the close of the examination. Upon request to this office, teachers will be reimbursed for expenditures for postage.

9. Report by letter any dishonesty or any unusual circumstance connected with the examination.

10. In case of any complication, examiners may ask for advice by telegraph, addressing "Education, San Juan".

11. A set of questions will be mailed to each Superintendent to be used in case the questions sent to any examiner should not be received, otherwise to be kept unopened until after the date of the examination.

Respectfully,

R. R. LUTZ
Acting Commissioner